

**CRITERIA AND STANDARDS for REVIEWING  
COUNTY OFFICE OF EDUCATION  
INTERIM REPORTS**

**CRITERIA**

**STANDARDS**

**FIRST TIER REVIEW**

**(any deviation triggers a second tier review – the 2<sup>nd</sup> Tier is in addition to all items in the 1<sup>st</sup> Tier)**

Fund and Cash Balances

A multiyear projection indicates that the fund balance and cash balance at the end of this fiscal year and the two subsequent fiscal years will be positive.

Supplemental Information

Provide supplemental information as follows:

- Fund balance is not less than the sum of its components.
- Available reserves are not less than the following percentages as applied to total expenditures, transfers out and uses:

the greater of 5% or \$50,000	for class size 8 counties
the greater of 4% or \$50,000	for class size 7 counties
3%	for class size 4, 5 & 6 counties
2%	for class size 1, 2 & 3 counties

- Identify the status of employee salary and benefit negotiations.

If salary and benefit negotiations are not finalized, upon settlement with the certificated or classified staff:

- the county office must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the California Department of Education with an analysis of the cost of the settlement and its impact on the operating budget. The county board of education must certify to the validity of the analysis.
- the California Department of Education shall review the analysis relative to the criteria and standards, and provide written comments to the president of the county board, and the county superintendent.
- Identify all significant multiyear commitments that have occurred since budget adoption and identify the resources used to service those commitments.
- Analyze the status of other funds that may have negative fund balances at the end of the fiscal year. If any other fund has a projected negative fund balance, prepare a complete financial statement for that fund.
- Identify projected contributions to restricted programs if there has been an increase or decrease of more than 5% from the budgeted contributions.

**CRITERIA**

**STANDARDS**

**SECOND TIER REVIEW**

**(deviations must be explained in writing\*)**

**NOTE: In addition to the items in the 1<sup>st</sup> Tier, the 2<sup>nd</sup> Tier includes:**

Average Daily Attendance

Projected ADA has not increased or decreased by more than 2% from the budgeted ADA.

Revenue Limit

Projected revenue limit has not increased or decreased by more than 2% from the budgeted revenue limit.

Other Revenue

Projected federal revenues have not increased or decreased by more than 5% from the budgeted revenues.

Projected other state revenues have not increased or decreased by more than 5% from the budgeted revenues.

Projected local revenues have not increased or decreased by more than 5% from the budgeted revenues.

Salaries and Benefits

Projected salaries and benefits have not increased by more than 2% from the budgeted salaries and benefits.

Other Operating Expenses

Projected expenditures for books and supplies, and services and other operating expenditures have not increased or decreased by more than 5% from the budgeted expenditures.

Projected capital outlay and other outgo have not increased or decreased by more than 10% from the budgeted capital outlay and other outgo.

Other Sources and Uses

Projected other sources have not increased or decreased by more than 10% from the budgeted other sources.

Projected other uses have not increased or decreased by more than 10% from the budgeted other uses.

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\* Explanations should be concise and to the point to ensure that they are as useful and unobtrusive as possible.